PROJECT NAME: Manuscript Cleanup Project

Project goal: To merge records that exist for manuscript collections and online finding aids. Prior to Aug. 1998 manuscript collections and their respective online finding aids were cataloged separately. In August 1998 we began to follow the guidelines provided by the Library of Congress. This gave us direction to add notes and the URL for the finding aid online to the cataloging record for the manuscript collection. About 193 titles were cataloged separately prior to August 1998.

Staff: Name and what each person will do

Judy Culberson According to procedures will merge pertinent information to one cataloging record (manuscript collections record) in both OCLC and InfoLinks. Delete records for online finding aid in InfoLinks and delete holdings for same in OCLC. Request OCLC delete record for online finding aid from WorldCat.

Mikey King Supervise project, answer questions, supply other information as needed.

Project plan:

1. From list made in May 2001 proceed with written procedures working through list for 4-5 hours a week until list is finished.

Project log: **Beginning date:** Sept. 17, 2001  **Completion date:** Oct. 10, 2001

Statistics:

- Updated 240 bibliographic records
- Deleted 182 bibliographic records
- Updated 187 item records
- Deleted 363 item records